

# Manager Employee Review Guide

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## Log In

Please log in at <https://nebraska.csod.com/>. If you need assistance logging in, please review the **Login and Navigation Guide** located on the [User Guides](#) page, which you can access from the [LINK](#) website.

## Description

This document will help you complete the Employee Review, Presentation, and Sign-Off steps in the Employee Development Center (EDC).

You will receive a copy of an email to your employee 62 days before your employee's continuous service date (i.e., state-adjusted service date) stating that the employee is to begin the annual performance review.

- NOTE: Continuous Service Date is your employee's original hire date with the State minus any breaks in service or unpaid leave. You can find the continuous service date for an employee in the Employee Work Center on the My Team page.**

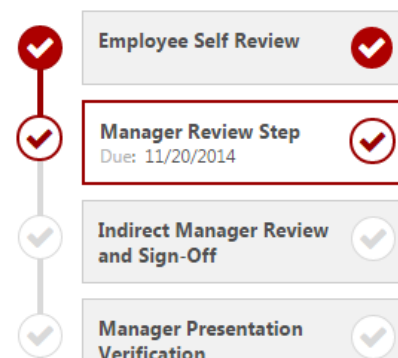
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Employee Self-Review	Manager Review	Indirect Manager Sign-off	Manager Presentation	Employee Sign-off	Manager Sign-off
14 days to complete	21 days to complete	8 days to complete	10 days to complete	7 days to complete	2 days to complete

# Complete the Manager Review

## Steps

### Employee Self Review Step

- Manager Review Step
- Indirect Manager Review & Sign-Off Step
- Manager Presentation Verification Step
- Employee Sign-Off Step
- Manager Sign-Off Step



1. Log in to the EDC.
2. In the My Performance Tasks widget, click Please complete 2015 Manager Performance Review of (employee name) Step.



3. The first screen is the Overview of the performance review. You will find the instructions, review steps, and the sections listed on this page. Using the button on the top-right, your available **Options** are:
  - **Attachments** – Up to three attachments may be uploaded to each performance review across all steps of the process.
  - **Complete Offline** – Export your review to an Excel spreadsheet to complete.
  - **Upload Review** – Upload your performance information from an Excel spreadsheet to your review in the EDC.
  - **Print Review** – Download your performance review to a PDF document; you can then print, save, or email the review.
4. Click **Continue** at the bottom of the **Overview** screen.



5. The first section is the **Universal Performance Dimensions** (i.e. competencies). This is the method that the State will use to measure the way we do our jobs. Competencies are not to be confused with Essential Job Duties, which are the specific tasks assigned to employees on a daily basis. The Universal Performance Dimensions assessment is worth 45% of the overall Annual Performance Review score. The 10 dimensions are listed below:

The screenshot shows a web-based performance review interface. At the top, it is titled '01. Quantity of Output of Work' with a dropdown arrow. Below the title is a descriptive text: 'Quantity or amount of work produced personally or from a group or team on assignments/tasks/projects/products/or services without regard to any other factors like quality or timeliness of the work.' Below this text is a 'Select' dropdown menu with a red question mark icon. The dropdown menu is open, showing five options: 'Fails to Meet Expecta...', 'Meets Most Expectati...', 'Achieves All Expectati...', 'Exceeds Expectations', and 'Far Exceeds Expectati...'. To the right of the dropdown menu is a red speech bubble icon. Below the dropdown menu is a horizontal bar with a 'ABC' icon and a checkmark.

- 1) Quantity of Output of Work
- 2) Timeliness of Delivery of Output
- 3) Quality of Work Output
- 4) Use of Resources
- 5) Customer Impact/Value Added
- 6) Freedom from Unplanned Support
- 7) Team/Unit Contribution
- 8) Productive Work Habits
- 9) Adding Skills and Capabilities
- 10) Alignment and Compliance: Walking the Talk



## Rating Scale for the Universal Performance Dimensions

Score	Description
N/A	Does not apply to this position or the employee has not been in the position long enough.
1	There is a serious, pressing need for the employee to improve in this dimension.
2	The employee is working on improving in this dimension.
3	The employee performs well on this key performance dimension.
4	The employee has notable strength on this dimension; better than most.
5	The employee is outstanding on this dimension.

6. On each Universal Performance Dimension, select the rating from the drop down box.
- You can add comments for each rating. We suggest that you enter comments if your rating is below or above average. You can format your comments with bold, italic, underline, bullets, and numbering.
  - If you need verbiage for your comments, use the **Comments Assistant** (  ). A pop up box will display; select the comment that matches the rating and click **Add** (  ).

Add Suggested Comments
×


None ▼

	Individual's quantity of work output is well below expectations. Although a few production goals and targets are met...	1-Significantly Misses
	Individual's quantity of work output is unacceptable. All production goals and targets are missed.	1-Significantly Misses


7. View the self-rating of your employee and their comments on each Universal Performance Dimension of the employee beneath the Comments box.


01. Quantity of Output of Your Work
▼

Quantity or amount of work produced personally or from a group or team on assignments/tasks/projects/products/or services without regard to any other factors like quality or timeliness of the work.

Select ▼


**Comments:**


**Franklin Roosevelt (Self)** Rated: 2 - Meets Most Expectations Review: 2015 Annual Performance Review - Ver 5 (UAT) Time: 10/30/2014 10:32 AM



8. After rating your employee on each Universal Performance Dimension, either select **Previous** (to return to the previous screen without saving your work), **Save and Exit** (to exit review but save your work), or **Save and Continue** (to continue the review and save your work).
  - **NOTE: Use the Spell Check function for all of the comments you entered. There is also a built-in Legal Checker which will flag any inappropriate or discriminatory language in the Comments sections.**
9. If you click **Save and Continue**, you are directed to the **Essential Job Duty Review** section, which functions similarly to the Universal Performance Dimensions section. Essential Job Duties comprise the actual work the employee does every day. Essential Job Duties are typically worth 45% of the overall score.
10. Rate your employee on each Essential Job Duty – the ratings are the same as the ones used for the Universal Performance Dimensions. You can add comments about each job duty; we suggest that you enter comments if your rating is below or above average. You can also adjust the weighting for each job duty to determine how much of an impact the job duty has on the final review score.

The screenshot shows a web form for reviewing an employee's performance on the Essential Job Duty 'Lead the people of the United States'. The form includes a list of duties: 'Make agreements with other countries.', 'Introduce new laws, sign or veto laws put forth by Congress.', and 'Represent America to the rest of the world.' Below this, it shows the status as 'On Track', start and target dates of 12/31/2013 and 12/31/2017, and a weight of 75%. A dropdown menu is set to 'Far Exceeds Expectations' with a red question mark icon. The comments section shows a user profile for 'Franklin Roosevelt (Self)' with a rating of 4 - Exceeds Expectations, and a text area with a rich text editor toolbar.

**Lead the people of the United States**

- Make agreements with other countries.
- Introduce new laws, sign or veto laws put forth by Congress.
- Represent America to the rest of the world.

Status: On Track  
Start Date: 12/31/2013  
Target Date: 12/31/2017  
more...

Weight: 75 %

Far Exceeds Expe... ?

Comments:

**Franklin Roosevelt (Self)** Rated: 4 - Exceeds Expectations Review: 2015 Annual Performance Review - Ver 5 (UAT) Time: 10/31/2014 2:36 PM

**B I S U** [List Icons] [Link Icon] [ABC]

11. After rating your employee on each Essential Job Duty, select **Previous** (to return to the previous screen without saving your work), **Save and Exit** (to exit review but save your work), or **Save and Continue** (to continue the review and save your work).
12. If you click **Save and Continue**, you are directed to the **Performance Goals** section. Performance Goals, if used by your agency, are an observable and measurable end result with one or more objectives to be achieved within a specific timeframe. Performance Goals are worth 10% of the overall score if in place – if your agency does not use Performance Goals, the Essential Job Duties and Universal Performance sections will be worth 50% each.

13. Rate your employee on each Performance Goal. We suggest that you enter comments if your rating is below or above average. You can also adjust the weighting for each goal to determine how much of an impact it has on the final review score.

Fix the economy

Provide a measurable and effective improve to the economical situation of the United States

Status: On Track

Start Date: 12/31/2013


Target Date: 12/31/2017

more...

Weight: 100 %

Far Exceeds Expe... ?

Comments:


**Franklin Roosevelt** (Self) Rated: 5 - Far Exceeds Expectation Review: 2015 Annual Performance Review - Ver 5 (UAT) Time: 10/31/2014 2:36 PM

**B** *I* S U

ABC

14. After rating your employee on each Performance Goal, select **Previous** (to return to the previous screen without saving your work), **Save and Exit** (to exit review but save your work), **Save and Continue** (to continue the review and save your work), or **Submit** (to submit review to manager).

15. If you click **Save and Continue**, you are directed to the **Summary** screen. The scores are displayed for each section and the overall score is totaled (Overall Ratings listed below).

16. Click **Submit**.



**Franklin Roosevelt**  
CORR LIEUTENANT  
12/30/2013 - 12/30/2014



## Summary

Overall Rating  
Exceeds Expectations

	Manager Review Step (100%)
Universal Performance Dimensions	<b>3.9/5.0</b> Exceeds Expectations (45%)
Essential Job Duty Review (2015)	<b>4.8/5.0</b> Far Exceeds Expectation (45%)
Performance goals (2015)	<b>5.0/5.0</b> Far Exceeds Expectation (10%)
Overall	<b>4.4/5.0</b> Exceeds Expectations

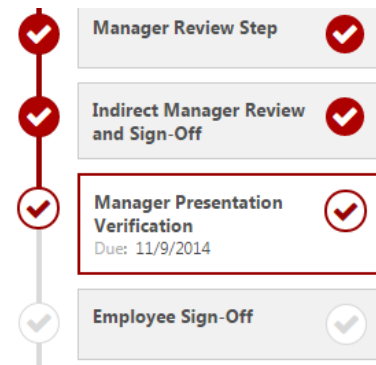
Back

Submit

# Manager Presentation Verification Step

## Steps

- Employee Self Review Step
- Manager Review Step
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- Manager Sign-Off Step

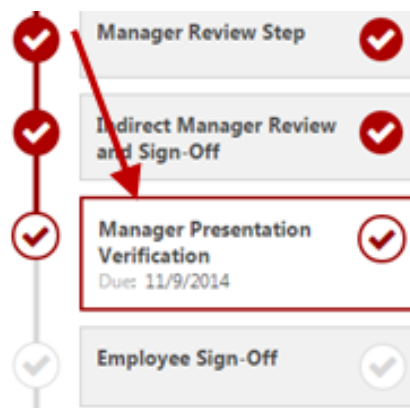


After the indirect manager reviews and signs off on your employee's review, you will receive an email for you to complete the **Manager Presentation Verification Step**.

1. Log in to the EDC.
2. Click the link that says Please complete 2015 Manager Performance Review of (employee name) Step in the My Performance Tasks widget.



3. Click **General Performance Review Sign-Off** in the column on the left side of your screen.
  - Review your manager's ratings on your Universal Performance Dimensions, Essential Job Duties, or Performance Goals, by clicking the appropriate title in the column.



4. You will need to enter the date in the text box when you met with your employee to go over their performance review scores.

This section is put in place to allow supervisors time to discuss ratings results with their employees. Please document what date you met with Franklin Roosevelt to go over their performance review scores.

**On what date were the performance review results presented to the employee?**

**Comments:**\*

**B** **I** **S** **U**
☰ ☱ ☲ ☳
☴ ☵ ☶ ☷
ABC

10/31/2014

5. After entering the date of the meeting, select **Previous** (to return to the previous screen without saving your work), **Save and Exit** (to exit review but save your work), **Save and Continue** (to continue the review and save your work), or **Submit** (to submit review to manager).
6. If you click **Save and Continue**, you are directed to the **Summary** screen. The scores are displayed for each section and the overall score is totaled.
7. Click **Submit**.

Overall Rating  
Exceeds Expectations

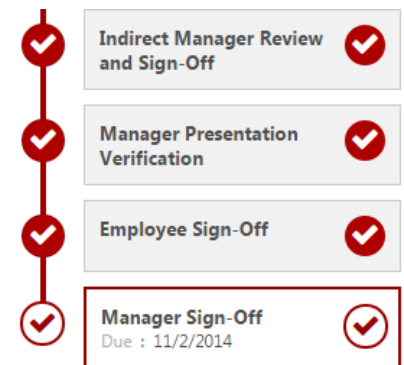
	Manager Review Step (100%)
Universal Performance Dimensions	<b>3.9/5.0</b> Exceeds Expectations (45%)
Essential Job Duty Review (2015)	<b>4.8/5.0</b> Far Exceeds Expectation (45%)
Performance goals (2015)	<b>5.0/5.0</b> Far Exceeds Expectation (10%)
Overall	<b>4.4/5.0</b> Exceeds Expectations



# Manager Sign-Off Step

## Steps

- Employee Self Review Step
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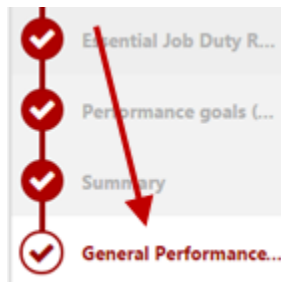


After your employee has signed off on the review, you will receive an email for you to go into the EDC and sign-off on your employee's performance review.

1. Log in to the EDC.
2. Click the link that says Please complete 2015 Manager Performance Review of (employee name) Step in the My Performance Tasks widget.



3. Click **General Performance Review Sign-Off** in the column on the left side of your screen (you can click the **Summary** step to view a summary page with the evaluation scores).



4. Click the check box to the left of the text that reads, “I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.” then click the Sign button.

The screenshot shows a web form for electronic signature. It includes fields for 'Employee Name' (Franklin Roosevelt) and 'Date' (10/31/2014), followed by 'Manager Name' and 'Indirect Manager Name' (Chase Olson Admin) with the same date. A checkbox is positioned to the left of the text: "I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding." A red arrow points from the top right to a red 'Sign' button, and another red arrow points from the bottom left to the checkbox. Below the form is a rich text editor toolbar with buttons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, and a Checkmark icon.

5. Enter any comments that will be displayed to both the employee and the indirect manager.
6. Click **Submit** to finish your sign-off step and complete the performance review.

## [LINK Help Desk Contact Information](#)

If you have questions regarding the performance review process or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234